



October 19, 2015

DIVISION MEMORANDUM

No. 384, s. 2015

TO: Public Schools District Supervisors
Coordinating Principals/District In - Charge

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **SUBMISSION OF THE LIST OF NAMES AND TOTAL NUMBER OF
GRADE 5 PUBLIC SCHOOL TEACHERS OF SCHOOL YEAR 2015 -
2016**

1. Pursuant to DepEd Memorandum No. 118, s. 2015, Submission of the List of Names and Total Number of Grade 5 Public School Teachers of School Year 2015 - 2016 dated October 13, 2015.
2. You are hereby advised to provide the list of Grade 5 teachers in soft copy thru sgod.daa@gmail.com on or before **October 21, 2015** following the EXCEL format/matrix indicated below:

District	Name of Teacher			Gender	School	Position	Subjects/Taught
	Last Name	First Name	Middle Name				

3. Enclosed is DepEd. Memorandum No 118, s. 2015 dated October 13, 2015 for guidance and information of the concerned
4. Immediate dissemination of this Memorandum to all concern is desired.

CLL/daa



Republic of the Philippines
Department of Education

13 OCT 2015

DepEd MEMORANDUM
No. **118** s. 2015

**SUBMISSION OF THE LIST OF NAMES AND TOTAL NUMBER OF GRADE 5
PUBLIC SCHOOL TEACHERS OF SCHOOL YEAR 2015-2016**

To: Bureau Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Heads, Public Elementary Schools
All Others Concerned

1. In preparation for the conduct of the Training of Trainers and Mass Training for the Grade 5 K to 12 Basic Education Program Implementation, the Department of Education (DepEd) requires the **Submission of the List of Names and Total Number of Grade 5 Public School Teachers of School Year 2015-2016** from all the schools division offices (SDOs) to their respective regional offices (ROs) using the Form 1 provided in Enclosure No.1.
2. The ROs will consolidate the number of teachers per SDO using the Form 2 indicated in Enclosure No. 2. The accomplished Form 2 shall be submitted to the **Bureau of Elementary Education** through email address: *bee.sdd.2013@gmail.com* in Microsoft Excel format, together with the accomplished Form 1 on or before **October 23, 2015**.
3. The actual total number of Grade 5 teachers will be used for planning and allocation of budget for the said national training, as well as for the mass training of all Grade 5 teachers at the schools division level.
4. For more information, all concerned may contact the **Bureau of Elementary Education**, Department of Education (DepEd) Central Office, 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 687-2948.
5. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated

Reference: DepEd Memorandum No. 105, s. 2014

To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION
SCHOOLS

TEACHERS
TRAINING PROGRAM

R-MCR/JO-DM-Names and Number of Grade 5 Teachersfinal
0604/September 15, 2015/9-18/9-22/9-28/10-1/10-7/10-9

(Enclosure No. 1 to DepEd Memorandum No. 118, s. 2015)

FORM 1

To be accomplished by the Division Office

NAMES OF GRADE FIVE TEACHERS

SY 2015-2016

REGION: _____

DIVISION: _____

TOTAL NO. OF TEACHERS: _____

District	Name of Teacher	Gender	School	Position	Subject/s Taught

Prepared by: _____

Approved by: _____

Schools Division Superintendent

(Enclosure No. 2 to DepEd Memorandum No. 118, s. 2015)

FORM 2

To be accomplished by the Regional Office

**CONSOLIDATED NUMBER OF GRADE FIVE TEACHERS
SY 2015-2016**

REGION: _____
TOTAL NO. OF TEACHERS: _____

Division	District	Number of Teachers								
		ENGLISH	MATH	SCIENCE	AP	ESP	EPP	MA	PEH	TOTAL

Prepared by: _____

Noted by: _____

Regional Director